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| **robert smith**  **Deputy Manager** | Phone: (123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address: 1737 Marshville Road, Alabama |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I am writing you this letter about the job placement you have made for the Deputy Manager role at your valued company. I'm happy to submit my resume because my four-plus years of expertise and skill set match your requirement.

I hold a Master's degree in Business Administration from a reputable university. I have effectively handled and led a group of staff during my time at XYZ Inc. I have achieved or surpassed performance targets and produced outcomes that lived up to the hype. I've learned how to collaborate productively with people at different organizational levels thanks to my prior experience. I now know how to inspire employees to do their best work while upholding a pleasant work atmosphere.

Highlights of my experience include –

* Implemented best business practices at work to reduce costs, boost efficiency, and improve output quality.
* Named the best employee for upholding the organization's ideals through exemplary work culture and extremely professional conduct.
* developed and implemented strategies to boost sales and profitability in close collaboration with the general manager.
* I am a meticulous person who constantly aspires to excellence.

I think my four years of experience will be sufficient to suit your needs for the job of Deputy Manager. I am certain that my capacity for team leadership and motivation, my excellent organizational abilities, and my capacity for strategic thinking and solid decision-making equip me to serve as a successful deputy manager, and I eagerly await the chance to further discuss this with you.

Thus, I would be delighted to talk more in-depth about the position and my work experience during an interview for this post. Kindly let me know if you need any additional information from my end.

I appreciate your forethought in advance.

Sincerely,

[Your Name]